



**Laurel Public School District**  
**303 West 8<sup>th</sup> Street**  
**P.O. Box 288**  
**Laurel, MS 39441**

**Specifications regarding Request for Proposal**

**Statement of Need**

The Laurel School District is seeking proposals from vendors who have the ability to offer onsite researched-based strategies/trainings for elementary and secondary teachers, counselors, and administrators to provide job-embedded coaching/modeling in the following areas related to Mathematics, English Language Arts,, Instructional Leadership, and Counseling/Social Emotional Support: standards-based instruction, allocation of resources, school climate, identifying and prioritizing the needs of students, teachers, and the overall school needs, establishing partnerships with parents and community members, developing a schoolwide plan that supports the overall goals of the district, using data to inform decisions, lesson design/delivery of instruction, parental and student engagement, trauma informed instruction, Social Emotional Learning (SEL) standards and ways in which to deliver appropriate instruction related to the standards, .

The external support will be scheduled at both the elementary and secondary levels July 2022 through June 2023. These services will be funded through the Title Consolidated Grant and/or through the use of Elementary and Secondary School Emergency Relief Funds, as funds allow.

**Scope of Services**

The consulting services will include, but are not limited to support and technical assistance to address standards-based instruction, school climate, using data to inform decisions and instruction, deconstructing and application of standards, and student engagement.

**Selection Process**

Proposals will be evaluated based on experience, favorable references, services offered, price, and familiarity with the Laurel Public School District. The evaluation process will continue until a recommendation of award is accepted by the Laurel School Board. Firms should provide evidence of these criteria to support "best" quote. More than one vendor may be selected at the discretion of the district.

**Cost for consultation services**

Proposals should include a single daily rate regardless of the support offered. The proposal may be for one day of services or more. All inclusive of travel, hotel, all reimbursements including single daily rate not to exceed available federal funds or 365 days.

### **Special Terms and Conditions**

In the event the consultant is unable to provide the contracted services, the contract can be terminated with 5 days advance written notification by either party.

### **Required Components of proposal:**

- 1. Cover letter indicating the name of the company, name of the point of contact, and contact information (work phone and email address) for the point of contact**
- 2. Description of coaching/mentoring experience, as well as, a description of coaching/mentoring strategies.**
- 3. Please cite the evidence-based research that you have reviewed and incorporated as you developed your training/support/mentoring/coaching.**
- 4. Please refer to the checklist below and indicate the appropriate type of service/services that are offered by your organization.**

#### **Support Checklist of Services:**

- ☐ Using data to inform decisions
- ☐ Deconstructing and application of standards
- ☐ Data to inform instruction
- ☐ Differentiated instruction
- ☐ Curriculum development
- ☐ Connecting content to culture (cultural relevance)
- ☐ Student engagement
- ☐ Virtual student engagement
- ☐ Project-based learning using a hybrid and virtual model
- ☐ Delivery of instruction/lesson design
- ☐ Strategies and resources for parental engagement
- ☐ Leveled/guided reading in a hybrid and virtual setting
- ☐ Writing across the curriculum
- ☐ Mathematical discourse
- ☐ Creating virtual learning environments
- ☐ Trauma informed instruction
- ☐ Teaching with poverty in mind

- 5. Please describe the goals and objectives of the services you can provide, how they reflect best practices, how they are aligned with state and national standards, and their sustainability. Additionally, include Coaching Experience and Coaching Strategies in this section.**
- a.** What measurable outcomes are expected?
  - b.** How will you evaluate the services being provided as they are being delivered?
  - c.** What internal checks will you use to ensure that you are on course in providing services?
  - d.** At what point will you make internal corrections to meet your target?
  - e.** How will you present your progress or lack thereof?
- 6. Any additional information that you wish to include regarding implementation plans.**
- 7. Please attach a resume indicating experience, as well as, the names and contact information of schools/individuals who serve as a reference.**

Copies of the request for proposal will be available on [centralbidding.com](http://centralbidding.com) and by request at the email address below. All proposals must be mailed or emailed by April 1, 2022 by 4:00p.m. to the following:

**Laurel Public School District**  
**Attention: Kristina Pollard**  
**303 West 8<sup>th</sup> Street**  
**P.O. Box 288**  
**Laurel, MS 39441**

[kristinapollard@laurelschools.org](mailto:kristinapollard@laurelschools.org)



# LAUREL SCHOOL DISTRICT

## Proposal Evaluation and Selection Criteria

Evaluation/Selection Criteria	Rating Scale	Proposal # 1: (insert Company Name)	Proposal # 1: (insert Company Name)
The proposal meets all specifications as stated in the request.	20		
Consultants meet the qualifications as specified in the request.	20		
Previous experience with references for the Professional Development firm	20		
Consistency of Professional Development delivery & implementation	20		
Knowledge & familiarity with district curriculum & focus	10		
Cost	10		
Total Points	100		

The above evaluation is a true representation of submitted proposals based on a singular request for services/products.

Evaluator Print Name: \_\_\_\_\_ Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_